



City of Stanwood ANNEXATION APPLICATION CHECKLIST

ANNEXATION NAME:
Date of Application:

A. 10 PERCENT PETITION SUBMITTAL*

Required	Received	
		1. Complete Master Permit Application and submit fee
		2. Notice of Intention addressing: (attached) A. The nature of the action sought; B. The reasons for the proposed action; and C. Proposed changes in zoning, if any.
		3. Completed 10 percent petition (provided by the City).
		4. Legal description of annexation boundary.
		5. List of parcel numbers, property owner(s), addresses, valuations, and acreage for each parcel in the annexation area.
		6. Two (2) sets of address labels for all property owners within 300' of the property's boundaries.
		7. 8 ½ x 11 vicinity map showing current city boundaries and area to be annexed.
		8. 8 ½ x 11 assessor's map showing parcels to be annexed.
		9. Written discussion of how proposed annexation meets the goals and policies related to annexation in the City's Comprehensive Plan LUP-15.1 – 15.15 (attached).
		10. Written discussion of how the proposed annexation meets the criteria contained in Section 17.158.020 (attached) of the Stanwood Municipal Code, including a financial analysis of the costs and revenues associated with the annexation.
		11. Written discussion of how the proposed annexation meets the factors and objectives to be weighed by the Boundary Review Board RCW 36.93.170 and 180 (attached)
		12. Written discussion of how the proposed annexation meets RCW Sections 36.70A.020, .110, and .210 (attached) of the Growth Management Act.

*Please note: A pre-submittal conference is required with the Planning Director and a pre-submittal public meeting is required with the Planning Commission prior to submitting the 10 percent petition.

B. 60 PERCENT SUBMITTAL.

Required	Received	
		1. 11 X 17 Petition with: A. Purpose, assumed City indebtedness, proposed zoning change, and quote from City Council minutes (front); B. Signatures of owners of property valued at 60 percent of the value of the total annexation (front) (see attached); C. Map (back); and D. Legal description (back).
		2. A \$50 check made out to the Snohomish County Boundary Review Board.
		3. Proposed Development Agreement (if required by Planning Director).

The City may require additional information. The applicant will be notified in writing if additional information is necessary.

FOR CITY USE ONLY

- This application is complete.
- This application is incomplete. See items marked "required" above.

Community Development Director or Representative

Date

- *These submittal requirements are for City of Stanwood permits only. The Snohomish County Boundary Review Board may require additional submittal items.*